

	<b>RESOURCE LIBRARY</b> <b>STRUCTURE &amp; ORGANISATION</b> <b>Job Description</b>	<i>CODE:</i> 02.04.200
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<b><u>Title:</u></b>	<b>Executive Chef</b>
职位	行政总厨
<b><u>Department:</u></b>	<b>Main Kitchen</b>
部门	主厨房
<b><u>Hierarchy:</u></b>	<b>Reporting to Executive Assistant Manager F&amp;B</b>
汇报对象	餐饮部行政副总
<b><u>Direct Subordinates:</u></b>	<b>Executive Sous Chef, Sous chefs</b>
直接下属	行政副总厨, 副主厨
<b><u>Indirect Subordinates:</u></b>	<b>All Chefs</b>
非直接下属	所有厨师
<b><u>Category:</u></b>	<b>L 2</b>
级别	

#### **Scope/职能范围:**

- The Executive Chef is in charge of the kitchen operation; his duties are both administrative and productive. The Executive Chef has to be creative, well organized & flexible and should have an excellent sense of quality in taste and presentation.

行政总厨负责厨房运作；主要职责为厨房管理以及生产。行政总厨师应具备创造性，良好的组织能力，能够灵活应变，拥有敏锐的味觉及品相鉴别能力。

#### **Responsibilities and Obligations/职责及义务:**

- Coordination of all hotel kitchens, effective communication and strict organization.  
协调酒店各个厨房，确保厨房间的有效沟通，厨房严格组织。
- Maintain all kitchens & storage facilities in perfect working condition and a hygienic status of the highest standard.  
维护酒店厨房以仓库设施，确保其保持完美的运作状态并且达到最高标准的卫生状态。
- Planning, budgeting & purchase of products; quality control of delivered goods and their correct storage.  
负责出品计划，预算及采购；对运送的物品及其正确储存进行质量把控
- Develop, implement and maintain restaurant & lounge menus, buffet themes & specialty / banquet menus.  
起草，执行，维护餐厅及酒廊菜单，确定自助餐主题和特色菜/宴会菜单。
- Cost Control on hand of recipe preparation, price comparisons & inspections during the preparation process.  
准备食谱时做好成本控制，并在准备过程中对价格进行比对及监测。
- Establish training programs both on the job and in the class room.  
建立在岗式及课堂式培训程序。
- Ensure health & safety of food storage, preparation & service.

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- 保证食品在储藏, 准备以及服务过程中的卫生及安全。
- Collecting and maintaining of all HACCP related documentation
- 收集并维护危害分析以及关键控制点相关文件。
- To liaise and coordinate with other supporting departments, Food and Beverage, Human Resources, Engineering, Housekeeping & Finance.  
与其它支持部门, 如餐饮部, 人力资源部, 工程部, 管家部及财务部沟通协调。
- In charge of the stewarding team.  
负责管事部管理工作。
- Maintaining the administrative office, establish & maintain duty rosters.
- 维护厨房办公室, 起草以及更新排班。
- Prepare evaluations and appraisals for kitchen staff, acting as a good motivator as well as firm regulator.  
对厨房员工表现进行评估, 以此作为对员工的鼓励并将评估常归化。
- Coordinating & driving monthly kitchen & back of the house inspections with all supporting departments.  
与所有支持部门共同协调并完成厨房以及后勤办公室月度卫生检查工作。
- To manage correspondence in English and Chinese as required.  
根据要求管理中英文双语文件
- Monitors and/or maintain quality control standards.  
管理并维系质量控制标准。
- Planning, organizing and developing large banquets, buffets and events.  
计划, 组织并发展大型宴会, 自助以及其它活动。

#### **Security, Safety and Health / 保障, 安全及健康:**

- Maintains high confidentiality in regards to guest privacy.  
严格保守客人隐私信息相关的机密。
- Reports any suspicious behaviour of guests and staff to the General Manager and Security.  
将客人和员工的任何可疑行为汇报给总经理和保安处。
- Notifies housekeeper regarding lost and found objects.  
将失物招领处的物品通报给客房部经理。
- Ensures that all potential and real hazards are reported appropriately immediately.  
确保及时汇报潜在危害或实际危害。
- Fully understands the hotel's fire, emergency, and bomb procedures.  
充分了解酒店消防、应急和防爆相关的规程。
- Follows emergency procedures to provide for the security and safety of guests and employees.  
遵循应急预案以确保客人和员工的安全。
- Works in a safe manner that does not harm or injure self or others.  
以不损害或伤害自己或他人的安全方式工作。
- Anticipates possible and probable hazards and conditions and notifies the Manager.  
预测可能或潜在的隐患和情况, 并及时告知经理。
- Maintains the highest standards of personal hygiene, dress, uniform, appearance, body language and conduct.  
保持个人卫生、衣着、制服、仪容仪表、身体语言和行为举止达到最高标准。

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### **Competencies/能力要求:**

- Culinary degree from an accredited culinary school/college. 6+ years experience in a 5 star+ hotel, resort, cruise ship or high profile restaurant environment, preferably in a multi nationality setting.  
获得认证学校/大学授予的烹饪专业证书。超过6年的五星级酒店，社区，大型游轮或者高档餐厅工作经验，有多国工作经验为最佳。
- Leadership skills and motivational techniques in order to maximize employee productivity and satisfaction in the Kitchen department.  
具备优秀的领导能力以及激励技巧，以实现员工生产效率以及厨房部门满意度最大化。
- Knowledge of supplies and equipment.  
具备物资以及设备知识。
- Proven ability in food ordering, food cost control and inventory control.  
成熟的食品订购，食品成本控制以及盘点管理能力。
- Able to work with a multi national kitchen team.  
能够与来自不同国家的厨房成员共事。
- Advanced Food Hygiene knowledge or other accepted sanitation certification, proficient with HACCP.  
具备成熟的食品卫生知识，或者其它受认可的卫生认证，熟悉危害分析以及关键控制点政策
- Proven knowledge of the latest culinary quality standards and trends in Asia and Europe, strong multiple cuisine skills.  
充分了解最新的厨房质量标准以及亚欧区域的走势，优秀的多样菜系烹调能力。

### **Interrelations / 相互联系:**

- Lliaises with all departments to ensure smooth operation and develops effective relationships with guests, business partners, local community, local authorities and intermediaries in order to create optimal business opportunities and community relations for the hotel.  
与酒店所有部门建立联络，以保证酒店有序顺畅的运作，并保证与客户，商务合作伙伴，当地社区，当局以及媒体发展良好的人际关系，以创造良好商业契机并为酒店建立良好的社会关系。

### **Executive Duties / 行政职责:**

- To assume the functions and responsibilities of Duty Manager in accordance with the Hotel's Duty Manager's Roster.  
根据酒店值班经理轮值表，承担值班经理职能及职责。

### **Work Conditions / 工作条件:**

- Regular hours with extra times occasionally.  
正常工作时间，偶尔伴有加班

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Date : \_\_\_\_\_  
日期

Reviewed By : \_\_\_\_\_  
审核人

Approved By : \_\_\_\_\_  
审批人

I \_\_\_\_\_ understand and agree to the above Job Description and that as a policy of XYZ Hotels & Resorts, it is the responsibility of all Employees, to be both willing to teach, in order to help colleagues reach their full potential and willing and accepting to learn, in order to progress and improve personal abilities, resulting in maximum guest satisfaction.

本人\_\_\_\_\_已了解并认可以上岗位职责，并知晓此岗位职责将作为海拉尔百府悦酒店的政策方针。乐于教授及乐于并接受学习是所有员工的职责。教授将帮助我们的同事发挥他们自身最大的潜能；乐于并接受学习将发展并提升个人技能。两者的最终目标是谋求最大的客人满意度。

Employee Signature  
员工签字

\_\_\_\_\_  
Date  
日期